



योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, MHRD, Govt. of INDIA.

WRITTEN TEST FOR NON-FACULTY RECRUITMENT

Application No.

Date:

Total Max. Marks: 100

Duration: Two Hours

- Part-1: General Intelligence (Max. Marks: 40)
Part-2: Domain Knowledge (Max. Marks: 60)
Part-2A: Objective Type (Max. Marks: 40)
Part-2B: Descriptive Type (Max. Marks: 20)

INSTRUCTIONS

1. The question paper cum answer sheet is in the form of test booklet.
2. Each objective question has four multiple options as (a), (b), (c) and (d) with one correct answer. Answer to be filled in the box provided against each objective question.
3. All objective questions carry one mark each, and descriptive type questions carry 10 marks each.
4. Multiple answers for objective question will be regarded as wrong answer.
5. Enter your application number correctly
6. Enter all information as per the instructions given in the test booklet
7. Space available in the test booklet could be used for rough work, if required. No separate sheet will be provided.
8. At the end of the written test, booklet shall be returned to the invigilator.



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Part-1: General Intelligence (Objective Type) (Max. Marks: 40)

1. The Indian Flag is rectangular in shape and the ratio of the length to breadth is?

- (a). 2:1 (b). 3:4
(c). 3:2 (d). 5:3

2. Indian states with the largest electorates is

- (a). Bihar (b). Uttar Pradesh
(c). Karnataka (d). Rajasthan

3. The constitution of India was adopted by the constituent assembly on

- (a). 11 December 1946 (b). 15 August 1957
(c). 26 November 1949 (d). 26 January 1949

4. Fundamental duties are adopted from

- (a). Germany Constitution (b). U.K. Constitution
(c). U.S.A. Constitution (d). U.S.S.R. Constitution

5. Which state hosted the 5th edition of Kaju India 2017 – The Global Cashew Summit?

- (a). Maharashtra (b). Goa
(c). Andhra Pradesh (d). Karnataka

6. Pointing towards a person, Mohan said to a woman, "His mother is the only daughter of your father". How is the woman related to that person ?

- (a). Daughter (b). Sister
(c). Mother (d). Wife

7. If Komal says, "Ravi's mother is the only daughter of my mother". How is Komal related to Ravi?

- (a). Grand Father (b). Maternal Uncle
(c). Father (d). Brother

8. Analogy

War : Destruction

- (a). Fire : Burn (b). Court : Justice
(c). Water : Drown (d). Food : Hunger

9. Analogy

Divorce : Marriage :: False : ?

- (a). True (b). Lie
(c). Fiction (d). Story

10. Analogy

Fan: Wings : : Wheel : ?

- (a). Round (b). Moves
(c). Spokes (d). Air

- 11-15. I. A, B, C, D, E, F and G are sitting on a wall and all of them are facing east.
II. C is on the immediate right of D.
III. B is at an extreme end and has E as his neighbour.
IV. G is between E and F.
V. D is sitting third from the south end.**

11. Which of the following pairs of people are sitting at the extreme ends?

- (a). AE (b). AB
(c). CB (d). FB

12. Who is sitting to the Right of E?

- (a). A (b). C
(c). D (d). G

13. Name the person who should change places with C such that he gets the third place from the north end.

- (a). G (b). F
(c). D (d). A

14. Immediately between which of the following pairs of people D is sitting?

- (a). AC (b). AF
(c). CF (d). CE

15. Which of the conditions given above are not required to find out the place in which A is sitting?

- (a). I (b). II
(c). IV (d). All Required

16. The question is based on establishing the relationship among various elements or terms of any series or sequence in the available data.

A, G, L, P, S, ?

- (a). U (b). X
(c). W (d). Y

17. The question is based on establishing the relationship among various elements or terms of any series or sequence in the available data.

2, 6, 12, ?, 30, 42

- (a). 14 (b). 16
(c). 20 (d). 24

18. In a certain code language "GRAPE" is written as "27354" and "FOUR" is written as "1687". How is "GROUP" written in that code

- (a). 27384 (b). 27684
(c). 27685 (d). 27864

19-20. All alphabets are given a number value viz, A=1.....Z=26. On the basis of this, answer the following question.

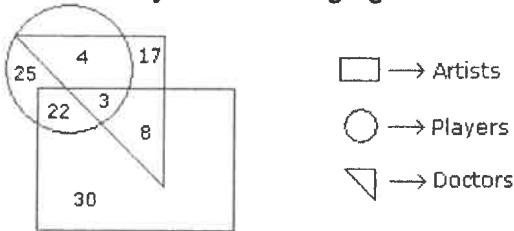
19. What is the total value of "OBSERVATION".

- (a). 139 (b). 140
(c). 141 (d). 142

20. In the word "ORIENTATION", if each letter were taken only once. What would be its value?

- (a). 102 (b). 82
(c). 92 (d). 72

21-25. Study the following figure and answer the questions given below



21. How many doctors are neither artists nor players?

- (a). 17 (b). 5
(c). 10 (d). 30

22. How many doctors are both players and artists?

- (a). 22 (b). 8
(c). 3 (d). 30

23. How many artists are players?

- (a). 5 (b). 8
(c). 25 (d). 16

24. How many players are neither artists nor doctors?

- (a). 25 (b). 17
(c). 5 (d). 10

25. How many artists are neither players nor doctors?

- (a). 10 (b). 17
(c). 30 (d). 15

26-27. Spot out the errors in each of the following sentences. Errors, if any, are only in the *italicized* words. Choose the correct word out of the alternatives given below.

26. The prisoner was bound *by* a chain

- (a). to (b). with
(c). along with (d). no error

27. I have not heard from you *from* a long time.

- (a). since (b). for
(c). after (d). no error

28-29. Each of the following items suggest four possible ways of completing the sentence. Choose the correct way of completing the sentence.

28. I wish

- (a). I had a car (b). I have a car
(c). I may have a car (d). I may had a car

29. He has a very expensive watch

- (a). on his wrist (b). in his wrist
(c). around his wrist (d). at his wrist

30-31. In each sentence below two words are missing (left blank with _____ marks). Four alternative words are given. Find out and tick mark which two of them would complete the sentence grammatically correct.

30. The father and son had _____ quarrel, but they have now made it _____.

- (a). a, up (b). to, up
(c). picked up, up (d). got, go

31. This tea is _____ hot for you _____ drink.

- (a). too, to (b). very, for
(c). quite, too (d). not. to

32. Find the Compound Interest on Rs. 8000 for three years at 4% per annum

- (a). 998.91 (b). 997
(c). 995.91 (d). 990

33. A man sold 2 watches at Rs. 240 each. On one he gets 20% and on other, lost 20%. The gain or loss % in the transaction is

- (a). 1% gain (b). 1% loss
(c). 4% gain (d). 4% loss

34. The average of 11, 23 and x is 40. Find the value of x.

- (a). 68 (b). 40
(c). 86 (d). 120

35. How many numbers between 100 and 300 are multiples of 13.

- (a). 15 (b). 16
(c). 20 (d). 10

36. A kind of memory chip that stores data and instructions permanently is

- (a). ROM (b). SRAM
(c). EEPROM (d). RAM

37. Which key is used to select all the text in the document?

- (a). Ctrl+T (b). Ctrl+A

(c). Ctrl+F

(d). Ctrl+N

38. What is the extension of Word files?

(a). FIL

(b). DOC

(c). DOT

(d). TXT

39. What is the shortcut key to "Undo" the last action in a document?

(a). CTRL+X

(b). CTRL+Y

(c). CTRL+Z

(d). None of the above

40. Which of the following is an operating system you would be using on the computer?

(a). Internet Explorer

(b). Microsoft Word

(c). Microsoft Windows

(d). Netscape

Part-2A: Domain Knowledge (Objective Type) (Max. Marks: 40)

1. Earned leave cannot be ordinarily combined with

(a). Maternity Leave

(b). Half Pay Leave

(c). Study Leave

(d). Casual Leave

2. Casual Leave cannot be granted for more than _____ days at any one time.

(a). 3

(b). 4

(c). 5

(d). 6

3. The maximum earned leave that may be granted at a time shall be

(a). 180 days

(b). 240 days

(c). 300 days

(d). no limit

4. Maternity leave available to working women has been increased from 12 weeks to _____ weeks for the first two children.

(a). 20

(b). 22

(c). 24

(d). 26

5. The account adjustment of LTC should be rendered within

(a). One month

(b). 15 days

(c). Two months

(d). 1 weeks

6. Who is the current Chairman of National Commission for SCs.

(a). K G Balakrishnan

(b). Dilip Singh Bhuria

(c). P. L. Punia

(d). Suraj Bhan

7. L-shaped roster is used where the number of positions are

- (a). more than 2 less than 14 (b). more than 5 less than 20
(c). more than 10 less than 25 (d). any number

8-10. Suppose there are 1000 posts which are filled by direct recruitment on all India basis by open competition and stood filled in a certain year but the number of SC, ST and OBC employees appointed by reservation was 130, 75 and 100 respectively. Answer the following:

8. There is a shortfall of _____ SCs in the cadre in that year, though all the posts were filled.

- (a). 18 (b). 22
(c). 20 (d). no shortfall

9. There is a shortfall of _____ STs in the cadre in that year, though all the posts were filled.

- (a). 85 (b). 70
(c). 90 (d). no short fall

10. There is a shortfall of _____ OBCs in the cadre in that year, though all the posts were filled.

- (a). 170 (b). 180
(c). 190 (d). no shortfall

11. In leave travel concession family does not include

- (a). married daughters (b). unmarried children
(c). wife (d). step children

12. _____% of fare can be taken advance while availing LTC facility.

- (a). 50 (b). 80
(c). 90 (d). 100

13. _____% of salary is deducted by an employer and deposited in the EPF or other recognized provident fund.

- (a). 14 (b). 12
(c). 10 (d). 8

14. Which Act provides for the provision of Medical Benefit to the insured employees?

- (a). Workmen Compensation Act, 1923 (b). Employees State Insurance Act, 1948
(c). Maternity Benefit Act, 1961 (d). Contract Labour (Regulation and Abolition Act), 1970

15. Current Gratuity limit is _____ lakhs

- (a). 10 (b). 12
(c). 14 (d). 16

16. CAG stands for

- (a). Controller and Auditor General (b). Chief Accountant General
(c). Comptroller and Auditor General (d). Controller and Accountant General

17. GFR stands for

- (a). General Funds Rules (b). Gratuity Funds Rules
(c). General Finance Rules (d). General Financial Rules

18. Financial year of the Government shall commence on the 1st day of

- (a). January (b). December
(c). April (d). March

19. DGS&D is the central _____ organization of the Indian government.

- (a). savings (b). purchase
(c). investment (d). none of these

20. Function of DGS&D is to finalize the _____.

- (a). rate contract with the registered suppliers (b). sale contract
(c). rate contract (d). none of these

21. It is mandatory for Ministries/Departments to receive all bids through _____ portals in respect of all procurements.

- (a). e-publishing (b). e- procurement
(c). e-marketing (d). none of these

22. Two bid system includes

- (a). Technical & financial bids (b). Quotations & rate bids
(c). sales and rate bids (d). purchase and technical bids

23. Single tender enquiry can be resorted to in case of

- (a). emergency (b). particular firm manufacturing the product
(c). both a & b (d). not allowed

24. Public procurement procedure should ensure _____ in the system.

- (a). efficiency (b). economy
(c). accountability (d). all of these

25. Bids received after the specified date and time of receipt should _____.

- (a). be considered (b). not be considered
(c). put on hold (d). any of a & b

26. A physical verification of all the consumable goods and materials should be undertaken at least once in _____ and discrepancies

- (a). six months (b). a year
(c). two years (d). three months

27. Complete physical verification of books should be done _____ in case of libraries having not more than twenty thousand volumes.

- (a). every year (b). once in two years

(c). once in 6 months

(d). once in three years

28. All proposals for increase in emoluments for an existing post(s) shall be referred to the _____ for approval.

(a). DOPT

(b). MHRD

(c). UGC

(d). Ministry of Finance

29. In case advance is not drawn then submissions of the claims for LTC should be claimed within _____ days of the due date.

(a). 30

(b). 60

(c). 45

(d). 90

30. Government servant shall submit the travelling allowance claim within _____ days of its becoming due failing which it shall stand forfeited.

(a). 30

(b). 45

(c). 60

(d). 90

31. CC in a letter/email stands for

(a). Carbon Copy

(b). Confirmation Copy

(c). Clear Copy

(d). Cancellation Copy

32. BCC in an email stands for

(a). Blind Confirmation Copy

(b). Blind Carbon Copy

(c). Blank Clear Copy

(d). Blank Cancellation Copy

33. PUC in a 'Notes Portion' stands for

(a). Paper Under Consideration

(b). Person Under Consideration

(c). Paper Under Care

(d). Person Under Care

34. 'Urgent dak' means dak marked

(a). on confidential basis

(b). for temporary consideration

(c). on immediate or priority basis

(d). all of these

35. O.M. in an official letter stands for

(a). Office Memorandum

(b). Original Memorandum

(c). Officially Marked

(d). Official Meeting

36. D.O. is an official letter which stands for

(a). Delivery Official

(b). Departmental official

(c). Departmental Order

(d). Demi-Official

37. Agenda is

(a). a notification

(b). a list of items to be discussed at a formal meeting

(c). a resolution

(d). none of these

38. Notification is notifying the promulgation of

- (a). statutory rules and orders (b). appointments of Gazetted Officers
(c). promotions of Gazetted Officers (d). all of these

39. instant written record of a meeting is

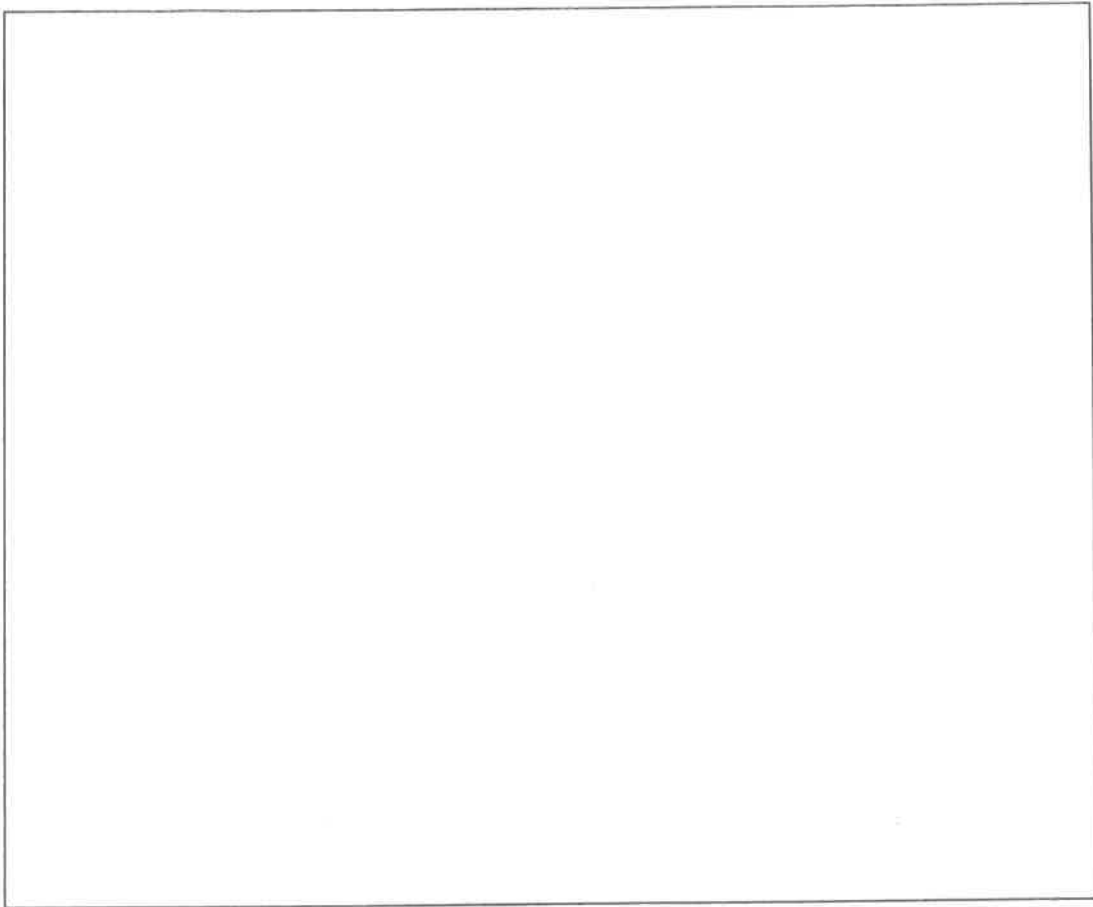
- (a). minutes of meeting (b). notification
(c). circular (d). none of these

40. When a paper has to be returned in original to the sender, or the paper in original or its copy is sent to another department or office, for information or action is called

- (a). Memorandum (b). Circular
(c). Endorsement (d). Order

Part-2B: Domain Knowledge (Descriptive Type) (Max. Marks: 20)

1. Write a letter to your employer regarding informing him some incorrect entries in the service book which needs to be rectified.



2. Prepare an agenda for the Board of Management Meeting. Taking hypothetical cases.

